



The Plan Review Process is required for all commercial, industrial, institutional structures and residential projects, which require Planning Commission or Site Plan and Architectural Review Committee (SPARC) review.

SECTION 1: Application Procedure and Filing Requirements

A) *Initial Submittal for Plan Review*

- ☐ 1. Uniform Application
- ☐ 2. Environmental Assessment Form, if applicable.
- ☐ 3. Three (3) sets of construction plans (see Section 3, pages 2 through 4 for content) to be reviewed by staff for completeness and accuracy. Plans should be fan-folded to an 8 1/2" X 14" size.
- ☐ 4. Summary Development Table (Residential and Nonresidential)
- ☐ 5. Filing fees: \$_____

B) *Final Submittal for Planning Commission and/or SPARC.*

- ☐ 1. Ten (10) sets of construction plans that incorporate all necessary revisions and changes (**19 sets for Parcel or Tentative Maps**).
- ☐ 2. For SPARC review, **fifteen (15)** sets of plans to include a detailed site plan, conceptual landscape plan (see Section 3, D, page 2), floor plan, and architectural elevations. An 8 1/2"x 11" color and materials board (larger if necessary). One set of colored elevations or rendering.

SECTION 2: Plan Preparation Guidelines

- ☐ A) All plans shall be drawn on uniform size sheets no greater than 30" x 42" (Subdivision map sheets shall not exceed 24" x 36").
- ☐ B) All plans shall be drawn to an engineering scale not to exceed 1" = 40', with the north arrow oriented towards the top of the sheet if possible.
- ☐ C) Plans shall be assembled and stapled together into sets, and all sets must be fan-folded.
- ☐ D) If the entire project site plan cannot fit on one sheet, split the site plan onto two or more sheets, and provide a reduced scale master sheet of the entire site.

SECTION 3: Contents of Total Development Package

The items as listed below are considered a minimum. Additional information may be necessary for clarification during the review process.

- ☐ A) ***Subdivision Map:*** This map shall be prepared in accordance with the State Subdivision Map Act and the City Subdivision Ordinance.



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- ☐ B) ***Site Utilization Map:*** This map shall show the location of the site and its relationship to existing surrounding uses. The map should indicate all structures, street names, and zoning within a 600-foot radius of the proposed project.
- ☐ C) ***Detailed Site Plan*** shall include the following:
- ☐ 1) Name, address, and phone numbers of applicant, engineer, and/or architect.
- ☐ 2) Property lines and lot dimensions.
- ☐ 3) Dimension locations of:
- ☐ a) Access (both pedestrian and vehicular), showing service areas and points of ingress and egress.
- ☐ b) Off-street parking and loading areas showing location, number, and typical dimension of spaces, including handicap & bicycle. (see Public Works Standard Plan 134).
- ☐ 4) Truck turning radius for industrial and commercial projects.
- ☐ 5) Distances between buildings and/or structures.
- ☐ 6) Building setbacks to property lines.
- ☐ 7) Location, height, and materials for walls and fences.
- ☐ 8) Location of light fixtures.
- ☐ 9) Street dedications and improvements.
- ☐ 10) Location of utility poles and fire hydrants.
- ☐ 11) Indicate locations of trash enclosures and electric transformers.
- ☐ 12) Location of proposed monument signs.
- ☐ 13) Proposed outdoor storage areas, if any, and required screening.
- ☐ 14) Label proposed use(s) for all buildings on site.
- ☐ D) ***Conceptual Landscape Plan*** shall include the following:
- ☐ 1) All proposed and existing improvements as shown on the detailed site plan; however, dimensions, such as setbacks and street width, may be excluded from this plan.
- ☐ 2) Roof outlines including eave overhangs.
- ☐ 3) Conceptual landscape and irrigation plans showing locations and planting legend which identifies:
- ☐ a) Plant materials by botanical and common names.



- ☐ b) Size and spacing of plants.
- ☐ c) Private walkways, walls, courtyards, and patios and their treatment (textured paving, security gates, special landscape.)
- ☐ d) Berming and/or mounded areas, turf and ground cover areas, shrub locations, accent trees, street trees, slope planting materials, private yard areas.
- ☐ e) Location of community amenities identifying: Common or public recreation areas (tot lots, open play areas, barbecue area, pool, spa, recreation building, etc.), primary and secondary entry point areas and their treatment (textured paving, security gates, accent planting or special planting, entry walls, signs), emergency vehicle access, and public walkways.
- ☐ E) ***Illustrative Building Elevations:***
 - ☐ 1) Show all sides of buildings and clearly label architectural scale.
 - ☐ 2) Label proposed colors, materials, building height of each elevation, and indicate location and size of building signs.
 - ☐ 3) Provide details for architectural elements, walls, and fences, as needed.
 - ☐ 4) All accessory fixtures visible on a building when it is completed shall be shown, (i.e. electrical, gas meters, exposed mechanical equipment, air conditioners, fans, vents, etc.) as well as their method of screening from view.
- ☐ F) ***Preliminary Floor Plan:***
 - ☐ 1) Indicate proposed use of area, i.e. living room, bedroom, den, garage, office, retail, warehouse, manufacturing, etc.
 - ☐ 2) Label all loading doors, entries, and exits.

SECTION 4: Detailed Landscape & Irrigation Checklist & Guidelines.

The following shall be used to establish FINAL landscape and irrigation plans. Conceptual landscape plan guidelines are found in Section 3-D above.

- ☐ A) ***Landscape Plan:***
 - ☐ 1) The location of all existing and proposed trees, shrubs, areas of ground cover and lawn are to be illustrated on the plan.
 - ☐ 2) A list/legend of plant materials with the botanical name, common name, and the total number of each shall be included.
 - ☐ 3) All trees and shrubs drawn to scale reflecting the average range of spread of the mature plant.
 - ☐ 4) Disposition and fate of all existing trees.



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- ☐ 5) Tree planting and staking details.
 - ☐ 6) Grading plans of all planter areas with heights and contours of mounds shown.
 - ☐ 7) Botanical and common names for all lawn areas and methods of installation shown (seed, sod, etc.).
 - ☐ 8) Identify areas of ground cover including lawn by shading or crosshatching the area. Provide spacing of ground cover as a distance "on-center".
 - ☐ B) ***Landscape Requirements:***
 - ☐ 1) One tree planted onsite for each 500 square feet of open space. Existing on site trees to remain may be counted towards this requirement.
 - ☐ 2) One shade tree for each 4 parking spaces. To be planted within the parking lot end stall islands, tree wells, and perimeters planters to maximize shade on the paved areas. This is in addition to the open space tree requirements.
 - ☐ 3) One shade tree at 25-30' on-center (depending on the species) within all street frontage planters and required setbacks. This is in addition to the open space tree requirements.
 - ☐ 4) All landscaped areas adjoining parking and drive area(s) are to be bordered by a 6-inch continuous vertical concrete curbing.
 - ☐ 5) A minimum inside planter width of five (5) feet.
 - ☐ 6) 25% of all trees are 15 gal. or larger.
25% of all shrubs are 5 gal. or larger.
 - ☐ 7) No shrubs over 30" high in interior of parking lot or within 15-feet of parking lot entrance where sight distance could be a problem.
 - ☐ 8) No trees shall be planted within 5-feet of the back of a public sidewalk.
 - ☐ C) ***Irrigation Plan:***
 - ☐ 1) Irrigation systems shall be provided for all landscaping.
 - ☐ 2) Automatic sprinkler systems shall be required unless otherwise specified by SPARC.
 - ☐ 3) Sprinkler spacing does not exceed the manufacturer's recommended spacing, or if no spacing is recommended, spacing does not exceed 70% of the diameter of throw.
 - ☐ 4) Locations of all irrigation components, such as sprinkler heads, valves, pipes, backflow prevention devices and water taps, automatic controllers, quick couplers and hose bibs shown. Symbols for each component shown in legend on irrigation sheets. Item descriptions may be placed on the sprinkler legend or in the irrigation specifications.



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- ☐ 5) Sprinkler Heads: Manufacturer, type, model number and nozzle number or size shown. Proposed radius or diameter of throw at a stated pressure (PSI) for each head indicated. Other pertinent information such as low angle spray, adjustable spray diameter, etc. shown. Details of installation for each type of head shown.
 - ☐ 6) Valves: Manufacturer, type, model number and size shown.
 - ☐ 7) Pipes: Size, type, grade, class or schedule for both mains and laterals shown. Pipe depths in trench indicated.
 - ☐ 8) Main lines shall be a minimum of Class 200 and places at least 12" deep. Lateral lines shall be a minimum of Class 160 and places at least 6" deep.
 - ☐ 9) Backflow Prevention Devices: Manufacturer, type, size, model number and detail of installation shown. Back-flow installations shall be made at all points of service not already controlled. The backflow prevention device shall be a pressure vacuum breaker.
 - ☐ 10) Water Taps: Points of connection to City mains, size of taps and meter size, if applicable, shown.
 - ☐ 11) Automatic Controller: Manufacturer, type, model number, number of stations and electrical connections indicated.
 - ☐ D) ***Landscape Guidelines Size and Type of Planting:***
 - ☐ 1) Plants should be of a type that is proven successful in Lodi's climate and soils.
 - ☐ 2) Ground cover or other surfacing shall be provided in all areas not covered by shrubs at time of planting in order to control dust and erosion.
 - ☐ 3) Plant type should be adaptable to the size and location of the space it is to occupy.
 - ☐ 4) Plastic/faux landscape materials shall not be used.
 - ☐ 5) Wood chips shall not be used as a substitute for ground cover; it may be used in conjunction with ground cover until the ground cover takes over.
 - ☐ 6) Rock/cobbles shall not be used as a substitute for ground cover; rocks absorb and hold heat that can quickly dry out or kill plants and increase water consumption.
 - ☐ 7) Preserve existing healthy trees where in the best interest of the development.
 - ☐ 8) Plant size should be such that the likelihood of survival is high and that the plant will be of reasonable size in a relatively short time.
 - ☐ 9) Large areas of landscaping shall not be planted with only one species of tree



to reduce the loss of all trees if disease strikes.

- ☐ 10) Trees planted under overhead lines or over underground pipes shall be a species that will not conflict with these utilities.
- ☐ 11) Maintenance necessary for various types of plants should be considered in determining the appropriateness of landscaping.
- ☐ 12) Plants that drop seedpods or fruit should not be located where such droppings would cause maintenance or safety problems.
- ☐ E) ***Location:***
- ☐ 1) Landscaping should not be located where it will block visibility and create sight distance problems.
- ☐ 2) Landscaping should be used to “break up” and soften the appearance of areas of paving, building wall, and fences where possible.
- ☐ 3) Landscaping should be used as a buffer between uses where possible.
- ☐ 4) Place landscaping to provide summer shade on walls, windows, roofs, walks, parking areas and driveways, to reduce temperatures.
- ☐ 5) “Extra” areas not used for drives and parking or buildings shall be landscaped.
- ☐ F) ***Fencing, Hedges, and Other Buffer Landscaping***
- ☐ 1) Fencing, hedges or other landscaping shall be used as a buffer between land uses.
- ☐ 2) Landscaping shall be used to screen off-street parking areas when possible.
- ☐ 3) Fencing, hedges or other landscaping shall be compatible with materials and design of other structures.